

CLASS TITLE: TECHNICAL STAFF ASSISTANT

Class Code: 02725500

Pay Grade: 20A

EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform a variety of duties in an academic science laboratory, skills laboratory and/or studio to assist and support both teaching faculty and students with various projects and/or assignments; to operate and maintain related equipment; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with latitude for the exercise of independent judgement; work is reviewed for accuracy and conformance to instructions.

SUPERVISION EXERCISED: Usually none, but may supervise the work of student help assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform a variety of duties in an academic science laboratory, skills laboratory and/or studio to assist in teaching faculty with the development of new experiments and special programs for the laboratory.

To perform a variety of duties in an academic science laboratory, skills laboratory and/or studio to assist students in the use of laboratory equipment, instructing students in proper laboratory techniques and resolving unanticipated problems of students with laboratory equipment.

To assist with the detection of student learning and/or adjustment problems.

To set up and take down all materials and equipment before and after scheduled laboratories; to assist with classroom demonstrations.

To operate and make necessary repairs to all equipment in the laboratory in a safe manner and according to established regulations.

To assist in the grading of non-subjective examinations.

To maintain all schedules of laboratory use; to keep and maintain inventories of equipment, purchases, use and repairs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of relevant laboratory equipment and supplies and the ability to assist faculty and students in the performance of duties in the laboratory/studio; the ability to interact well with both faculty and students; the ability to keep records and prepare necessary reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of an Associate's Degree or completion of a recognized certificate program in a relevant field; and

Experience: Such as may have been gained through: employment in a laboratory or studio as a staff assistant performing paraprofessional duties.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 14, 1980

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